



Appendix G

Procedures for Backing up Monitoring Data

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Introduction

At the end of each data entry session copy your original records file(s) to a computer disk before you leave the computer. This is good practice because:

- ◆ The file serves as a backup file of records not on the computer hard disk.
- ◆ The computer may malfunction and stop working.
- ◆ The computer data file you are working with could become corrupt.

These same backup procedures can also be used for making an **additional** disk of files to send to Riverdale monthly. **Do not send** your backup copy of disks to Riverdale.

Backup Procedures

1. If you are in the Epi Info, exit the software and go to the Epi Info directory. You should have a C:\EPI6> prompt.
2. Label a blank computer disk (3.5 inch is best): **Monitoring Data Backup**,

And place the disk in the 3.5 drive.



If your 3.5 disk drive is B, then substitute B where A appears here

3. At the C:\EPI6> prompt type the appropriate statement using the following decision table. This will copy to the disk the appropriate record file that you are using with Epi Info

For monitoring files of this pathway:	Type the following, then Press: ENTER
Air Passenger Baggage	COPY AQIAIM.REC A:
Air Cargo	COPY CGMAIR.REC A:
Mail Facility	COPY AQIMAIL.REC A:
Maritime Cargo	COPY CGMMRT.REC A:
Northern Border–Vehicle	COPY NBV.REC A:
Northern Border–Truck Cargo	COPY CGMNBG.REC A:
Southern Border–Vehicle	COPY AQIBRM.REC A:
Southern Border–Truck Cargo	COPY CGMBR.REC A:
Predeparture	COPY AQIDOM.REC A:

4. To check that the files are on the disk, type [**DIR A:**]

The working data files should be listed.

5. Keep this backup disk of data files handy to facilitate backing up after each data entry session.